



DEPUTY PUBLIC WORKS DIRECTOR - WATER UTILITIES

Purpose:

To actively support and uphold the City's stated mission and values. To plan, manage and review the activities and operations of the Water Utilities Division; to prepare and implement the annual capital improvement program for the Division; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the Public Works Director.

Supervision Received and Exercised:

Receives general direction from the Public Works Director and from the City Manager.

Exercises direct supervision over assigned professional, supervisory, technical and clerical staff.

Position Information:

The Deputy Public Works Director – Water Utilities is responsible for directing and coordinating staff activities in the areas of water/wastewater distribution and collection; operation of water and wastewater treatment facilities; water resources; environmental compliance for water and wastewater; customer support and operations. The Deputy Public Works Director – Water Utilities determines divisional policies; plans long term programs; manages the division's budget and handles complex administrative duties.

In addition, the Deputy Public Works Director – Water Utilities assists in developing and promoting a solid relationship with the general public; City Council; City Manager; boards and commissions; various employee groups; other City departments; and other government entities.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop, plan and manage all aspects of the Water Utilities Division for the Public Works Department and City;

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Deputy Public Works Director – Water Utilities (continued)

- Facilitate the development, planning and implementation of Division goals and objectives in accordance with Department goals and objectives; recommend and manage policies and procedures;
- Coordinate Division activities with those of other Public Works Divisions and other departments, and outside agencies and organizations; provide staff assistance to the Public Works Director, City Manager and City Council; prepare and present staff reports and other necessary correspondence;
- Provide team building, responsible decision making and problem solving for the Water Utilities Division;
- Present a professional and knowledgeable image in representing Tempe to the general public and various state and regional regulatory and resource management agencies;
- Lead and facilitate the development of policy options for consideration by management and City Council and work effectively with the management team;
- Manage the development of the Division's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures;
- Facilitate the development and management of the Water Utilities Division budget; guide the forecast of funds needed for staffing, equipment, materials and supplies; monitor and approve expenditures; and implement midyear adjustments;
- Select, train, and evaluate personnel; provide resources for personal and professional development of employees; conduct and review performance evaluations; work with employees to correct deficiencies; and implement disciplinary procedures, as necessary;
- Manage the preparation of agenda items for the City Council, and other committees;
- Facilitate the development and review of staff reports related to capital improvements, present reports to a variety of commissions, committees, boards and the City Council;
- Manage the evaluation, selection and administration of outside consulting contracts for Water Utility related services; evaluate and prepare recommendations regarding the retention of consultants;
- Provide complex technical and administrative support to the Public Works Director, City Manager and City Council on Water Utility Division related matters; manage special projects and research as assigned;

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Deputy Public Works Director – Water Utilities (continued)

- Participate on a variety of boards and commissions; attend and participate in professional groups and committees; meet with and advise individual property owners and community associations on Water Utilities Division policy and matters;
- Respond to and resolve difficult and sensitive citizen inquiries and complaints;
- Have a strong commitment to value diversity in the Department and the City;
- Facilitate long range planning for water utility capacity and infrastructure needs; and
- Perform related duties as assigned.

Minimum Qualifications:

Experience:

Five years of increasingly responsible professional water utilities experience in the areas of water/wastewater distribution and collection and water/wastewater treatment, preferably in the public sector, including three years of administrative and supervisory responsibility in a water utility or directly related to the core functions of this position.

Education:

A Bachelor's degree from an accredited college or university with major course work in public or business administration, environmental science, engineering, or a degree related to the core functions of this position. A Master's degree is preferred.

Licenses/Certifications:

Requires possession of Grade IV Water Treatment and Wastewater Treatment certificates issued by the State of Arizona (or equivalency/reciprocity) within one year of hire.

Examples of Physical and/or Mental Activities:

(Pending)

Competencies:

(Pending)

Job Code: 044

Status: Exempt / Unclassified

Revised May 2003

Revised June 2010 (job title, reporting relationship, duties, and minimum qualifications)

Revised Nov 2010 (Removed driver's license requirement)

Revised Dec 2010 (Title change)

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